



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
INFORMATION TECHNOLOGY CENTER  
2251 LAKESHORE DRIVE  
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 12792.1  
ITC02H  
07 Jan 2004

SPAWARINFOTECHCEN INSTRUCTION 12792.1

Subj: EMPLOYEE WELLNESS PROGRAMS (EWP)

Ref: (a) OPNAVINST 6100.2  
(b) OPNAVINST 6110.1G  
(c) DoD Directive 1010.10

Encl: (1) Physical Fitness Request Form, SPAWARINFOTECHCEN 12792/1  
Rev. (10-03)  
(2) Physical Training In and Out Sheet, SPAWARINFOTECHCEN 12792/2  
Rev. (10-03)

1. Purpose. To establish authority and provide policy and procedures for implementing the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) EWP per references (a) through (c).

2. Cancellation. NAVRESINFOSYSOFFINST 12792.1

3. Policy

a. SPAWARINFOTECHCEN policy is to encourage its employees to live healthy lives through integrated, coordinated, and comprehensive health promotion and wellness programs.

b. Educational programs will be designed to increase knowledge of and to motivate individuals to seek and maintain healthy life style behaviors, and disease prevention activities. Educational efforts shall focus on tobacco cessation, stress management, exercise, alcohol and drug abuse prevention, hypertension screening, back injury prevention, weight/nutrition management, and physical fitness.

4. Action

a. The SPAWARINFOTECHCEN Commanding Officer is responsible for the overall program.

b. The Physical Fitness Coordinator (PFC), SPAWARINFOTECHCEN Safety Officer will:

(1) Provide guidance and assistance to all levels of management and supervision regarding execution of the program, documentation of program participation, and required documentation of injuries.

(2) Coordinate, at least annually, health promotion briefs or classes from local sources (e.g., smoking cessation, nutrition, low back injuries).

(3) Maintain completed copies of enclosures (1) and (2) per each employee who participates.

c. Department directors and supervisors will:

- (1) Ensure subordinate personnel adhere to, and meet, all requirements prior to PFP participation.
- (2) Submit enclosure (2), to the civilian PFC within 2 working days after the end of each month, as a record of participation.
- (3) Approve and control each employee's training schedule, giving due consideration to accomplishment of the organization's mission.

d. Civilian Employees:

- (1) Are responsible for certifying their knowledge and understanding of all program guidelines prior to participation in the PFP.
- (2) Are encouraged to become involved in a regular program of physical conditioning and general health maintenance.
- (3) Are allowed three 90-minute sessions per week, which includes the lunch period.
- (4) Must request permission from their supervisor to participate in the PFP.
- (5) Must obtain medical clearance from their personal physician prior to participating in this program. Employees will also obtain an annual medical re-certification to continue in the program. Enclosure (1) will be used to request participation and verify physician's consent.
- (6) Upon departure to and return from the PFP participation, sign out and in, within there respective codes using enclosure (2).
- (7) Identify planned activities prior to departing for PFP participation.

5. Excused Absence

a. Per reference (c), the Commanding Officer shall determine administrative situations where employees will be excused from duty, without charge to leave, for health promotion and wellness programs.

b. There are two main categories of health/fitness activities for which excused absences may be granted:

(1) Special events such as health screenings, health and fitness fairs/exhibits, and Federal Fitness Day.

(2) Scheduled health improvement/disease prevention programs and activities such as:

- a. Classes on any program listed in paragraph 3b, and
- b. Employee physical fitness program.

6. Injury Compensation

a. All Federal Employees Compensation Act (FECA) claims filed as a result of participation in the physical fitness activity, are subject to

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final adjudication and decision as to coverage and benefit amounts by the Office of Worker's Compensation Programs (OWCP) at the Department of Labor.

b. An employee who is injured while engaged in an activity which is specifically identified in that employee's command Physical Fitness Program (PFP) is covered for all FECA benefits. Conversely, an employee who is injured while engaged in a physical fitness activity, which is not part of the command PFP, is generally not covered by FECA. The only exception to this rule is when the injury occurs on the SPAWARINFOTECHCEN premises during working hours. An employee who has been granted official time to participate in physical fitness activities is in a duty status, and therefore, covered by FECA benefits.

7. Gym Availability. The University of New Orleans (UNO) Recreation and Fitness Center is available for use (if desired). The hours of operation are Monday through Friday from 0600 until 2000, Saturdays from 0800 until 2000, and Sundays from 0800 until 1800. For information on costs, please call (504) 280-6357.

8. Forms. The following forms mentioned within this directive are available from the PFC SPAWARINFOTECHCEN Safety Officer.

a. Physical Fitness Request Form, (SPAWARINFOTECHCEN 12792/1 Rev. (10-03)).

b. Physical Training Sign In and Out Sheet, (SPAWARINFOTECHCEN 12792/2 Rev. (10-03)).

9. Report. The Monthly Physical Training Sign In/Out Sheet submission report contained in paragraph 5c(2) above has been assigned report control symbol SPAWARINFOTECHCEN 12792-1. This requirement is approved for only 3 years from the date of this instruction.

  
PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)  
Lists A, B, C, D, and E  
All SPAWARINFOTECHCEN Employees